Guidance on how to enter a bulk query in the Clearinghouse

## Q&A

Can I initiate queries for a large number of drivers without having to enter them into the system one at a time?

*Guidance:* Yes, the Clearinghouse supports a feature allowing employers to submit a bulk query by uploading a file containing multiple drivers to be queried; these queries will be conducted in batches. The Clearinghouse allows for the bulk uploading of driver queries by preparing a tab-delimited file and uploading that file into the Clearinghouse for processing. [Download an example file](https://clearinghouse.fmcsa.dot.gov/Resource/Index/Bulk-Upload-Template)

The first row of the file should contain the field names as listed below with each additional row consisting of information for the driver that will be queried. The following fields should be provided in a tab-delimited file:

**LastName** – This field contains the driver’s last name. This would include hyphenated last names. Suffix to a last name should not be included in the submittal. Maximum length 40 characters.

**FirstName** – This field contains the driver’s first name. Maximum length 40 characters.

**DOB** – This field contains the Date of Birth. Format is MM/DD/YYYY.

**CDL** – This field contains the Commercial Driver’s License Number or Commercial Learner’s Permit Number. Maximum length 25 characters.

**Country** – This field contains the Country Code where the CDL was issued. For CDLs issued in Canada use CN; for CDLs issued in Mexico use MX and for CDLs issued in the United States use US.

**State** – For CDLs issued in the United States and Canada, this field contains the two-character abbreviation for the State or Province where the CDL was issued. For Mexican States, this field should contain MX. For a list of acceptable abbreviations [read the instructions that come with the example file](https://clearinghouse.fmcsa.dot.gov/Resource/Index/Bulk-Upload-Template).

**QueryType** – This field contains the type of query that is being requested ([learn more about the different types of queries](https://clearinghouse.fmcsa.dot.gov/Resource/Index/Query-Consent-Factsheet)). The values should be 1, 2, 3, or 4 with the values indicating the following:

1 – Limited Query

2 – Full Query

3 – Pre-employment Query

4 – Limited Query with Automatic Consent Request

“Automatic Consent Request” means that, if a limited query returns that the driver has violation information in his/her Clearinghouse record, the Clearinghouse will automatically submit a request from your employer to that driver for his/her consent to a full query. If you would prefer the Clearinghouse to automatically send a consent request in this case, select “4 – Limited Query with Automatic Consent Request.” If you would prefer the Clearinghouse not send these consent requests automatically, select “1 – Limited Query”.